



## Department of Employee Insurance

501 High Street, 2nd Floor  
Frankfort, KY 40601

*At KEHP, "Members Matter"*

# KEHP Training for New Insurance Coordinators

Good Afternoon Insurance Coordinators!

The Kentucky Employees' Health Plan training for new Insurance Coordinators is scheduled for March 2nd, 2010 from 8:30am to 4:00pm. Training will take place in Frankfort at 501 High Street, 2nd Floor in the DEI Training Room (State Office Building). The training is primarily for new Insurance Coordinators. Seasoned Insurance Coordinators who desire a refresher in policy and procedure guidelines when administering coverage to their employees, are also welcome to attend.

If you wish to attend training you must complete the attached registration form and fax to Lynn Jones at 502-564-5278. Confirmation emails will be sent to Insurance Coordinators in the last week of February to confirm registration for training.

**Space will be limited. Registration is on a first-come basis. Everyone who will be attending must register!** If an overwhelming response is received for training, an additional day will be scheduled for March 3rd. You must receive a registration confirmation prior to attending training.

If you have any questions regarding training, please contact Lynn Jones at 502-564-5654 or via email at [lynn.jones2@ky.gov](mailto:lynn.jones2@ky.gov).



## Training Topics:

- History of the KEHP
- Eligibility
- Medical Plan Benefits
- FSA and HRA Benefits
- HIPAA
- Qualifying Events
- Wellness
- COBRA
- Web Billing
- Processing
- Forms
- Humana

